

Relocation Agreement

Date: [Insert Date]

To: [Employee Name]

From: [Company Name]

Subject: Relocation Agreement Timeline Details

Dear [Employee Name],

We are pleased to confirm your relocation to [New Location] as per our previous discussions. Below are the timeline details for your relocation:

Relocation Timeline:

- **Acceptance of Relocation Offer:** [Insert Date]
- **Pre-Relocation Meeting:** [Insert Date]
- **Moving Company Arrangements:** [Insert Date]
- **Final Move Date:** [Insert Date]
- **Settlement in New Location:** [Insert Date]

We are committed to helping you throughout this process. Should you have any questions, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]